



## Job Opportunity Bulletin

### Student Assistant

### 2 Positions Available

<b>Tenure/Time Base:</b>	Temporary/Flexible Hours
<b>Work Hours:</b>	Varies between core hours of 8:00 a.m. – 5:00 p.m.
<b>Office/Location:</b>	Commission on Teacher Credentialing Enterprise Network Unit 1900 Capitol Avenue Sacramento, CA 95811-4213
<b>Salary:</b>	Range A: \$8.41 - \$8.99 Range B: \$8.99 - \$9.66 Range C: \$9.66 - \$10.38 Range D: \$10.38 - \$11.20
<b>Final Filing Date:</b>	Until Filled
<b>Contact:</b>	Jason Chapman (916) 323-3455

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#### Duties:

Under close supervision of the Staff Information Systems Analyst (Specialist), Student Assistants:

- Provide end-user desktop support. This includes periodic meetings with users, assessing user concerns, analyzing problems with user's systems, programs, or internet work needs.
- Assist other ETSS staff in receiving, setting up, and delivering new microcomputer systems including software installation and hardware configuration within a local area network (LAN) environment. Perform software upgrades and provide second-level microcomputer hardware and software. Troubleshooting support.
- Maintain and establish databases for inventories of hardware, software, repair services, purchases, vendors, users, training, etc.
- As a team member, assist in the acquisition, installation, and monitoring of data communications hardware and software. Support network users, LAN support staff, data center staff, and vendors in isolation of hardware and software, internet work malfunctions and problem determination.
- Other related duties consistent with the goals and objectives of the projects to which student(s) are assigned, and with the mission of the Commission on Teacher Credentialing.

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#### Conditions of Employment:

Fingerprint Clearance is required.

Prior to obtaining employment with the Commission on Teacher Credentialing (Commission), all students must submit official transcripts, proof of enrollment in a minimum of six semester units, and maintain a 2.0 GPA or higher.

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#### Desirable Qualifications:

- Ability to effectively work alone or in cooperation with team members.
- Ability to follow oral and written instructions with minimum supervision.
- Demonstrated sense of responsibility for the job.
- Knowledge of Microsoft Office 2003 software systems.
- Able to maintain strict confidentiality.
- Good attendance, punctuality, and work attitude.

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#### Who May Apply:

Individuals who currently attend or enrolled in an accredited college or university and are enrolled in not less than six semester units with a 2.0 GPA or higher and possess the desirable qualifications listed above are eligible to apply. The appointment is subject to the State Restriction of Appointment (SROA).

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#### Important Note:

Interested applicants must submit, by the final filing date, a State Application form (STD 678), and include RPA 08-104 and RPA 08-105 on the front of the application to the above address, Attn.: Jason Chapman. The applications will be screened and only the most qualified applicants will be invited for an interview.

*The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*